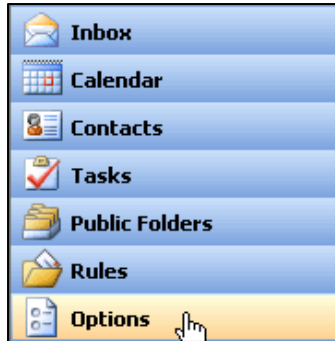


How to Change Email/Network Password in Outlook Web Access

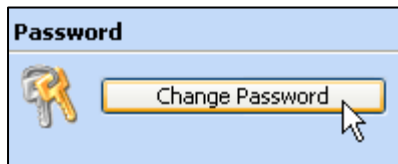
Login to Outlook Web Access by going to <http://email.goucher.edu>

Click on **Options** at the lower left hand corner of the window.



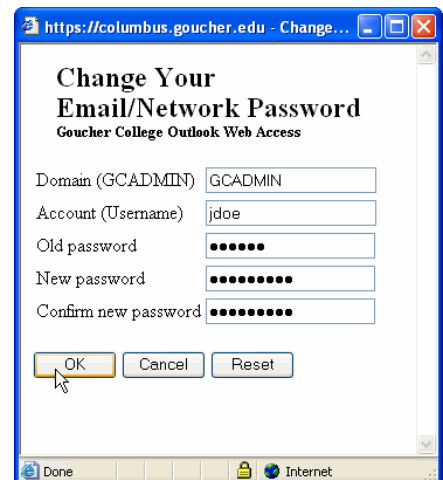
In the right hand pane the options screen will appear. Scroll down until you see the Password section.

Click on **Change Password**.



The change password dialog box appears with the following fields:

1. **Domain:** Type in **GCADMIN**.
2. **Account:** Type in the username you normally use to login to OWA or on a computer on campus.
3. **Old Password:** Type in the password that you normally use to login to OW or on a computer on campus.
4. **New Password:** Type in the new password that you would like to use (**NOTE:** this should be at least 5 characters long. A mix of numbers, lower and upper case letters are recommended.).
5. **Confirm New Password:** Retype in the new password that you would like to use as a confirmation.



Then click **OK** when done. If you make a mistake you can always click on **Reset** to start over and **Cancel** to close without resetting your password.

Once you have changed your password successfully it will take affect the next time you login to OWA or any computer on campus.